

Clerk of the Circuit Court

Mission:

To provide high quality services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

Goals:

- Increase productivity in the Criminal and Probate Division to meet criteria set by the *Code of Virginia*.
- Obtain Certification for supervisors as Certified Deputy Clerks through the Weldon Cooper Center for Public Service (University of Virginia).
- Physical reorganization of office for more efficient workflow so that each division is unified and clearly recognizable.

Implementation Strategies for FY2002:

Goal No. 1:

- Prepare and process Court Orders and notify the various criminal justice agencies within the time period prescribed by law (5 days to Virginia Criminal Sentencing Commission and 30 days to Department of Corrections and Department of Motor Vehicles).
- Within 30 days, prepare Fiduciary Orders and index all estate papers, making them available to the public.
- Aggressively seek additional employees or overtime pay for current workers to meet above deadlines.

Goal No. 2:

- Send supervisors to additional seminars, training, etc.

Goal No. 3:

- Upon installation of new scanning/indexing system, remove several deed desks from record room and relocate employee workstations to record room to accommodate the Records Management Division.
- Rearrange workstations in main office into the remaining four divisions: Probate, Civil, Criminal, and Financial Management.
- Add additional telephone lines for each division and publish the numbers to each division, improving quality & efficiency of service to public.

Budget Issues:

- In FY2000, three project positions were added mid-year to assist in the operations of the office.
- In FY2001, additional funding was provided for full year support of the project positions. The State Compensation Board provided additional funding to support one of the project positions.
- For FY2002, there are no significant changes. Funding for support costs were transferred from record management, Contractual Services, to cover the purchase of a new copier and to acquire rental space for records retention. The reduction in record management is attributed to the purchase of an imaging system.

General Fund Expenditures	FY1998 Actual Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Original Budget	FY2001 Expected Appropriations	FY2002 Adopted Budget
20214 Clerk of the Circuit Court						
Personnel Services	338,914	364,854	395,623	475,495	492,195	506,320
Contractual Services	37,078	47,092	33,736	37,400	37,400	26,900
Internal Services	1,005	908	909	1,500	1,500	1,500
Other Charges	6,515	6,527	7,131	7,750	7,750	8,800
Materials & Supplies	14,302	12,794	14,715	14,300	14,300	20,000
Leases & Rentals	-	-	-	-	-	1,100
Capital Outlay	15,064	12,150	16,494	17,000	17,000	19,700
Activity Total	<u>412,878</u>	<u>444,325</u>	<u>468,608</u>	<u>553,445</u>	<u>570,145</u>	<u>584,320</u>

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	8.00	8.00	11.00	11.00	11.00	11.00
Trades & Crafts	-	-	-	-	-	-
Total	<u>9.00</u>	<u>9.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

